

# Board of Port Commissioners

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	212,840	164,700	195,700	31,000	18.8%
<b>Total Direct Expense</b>	<b>\$ 212,840</b>	<b>\$ 164,700</b>	<b>\$ 195,700</b>	<b>\$ 31,000</b>	<b>18.8%</b>
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 212,840</b>	<b>\$ 164,700</b>	<b>\$ 195,700</b>	<b>\$ 31,000</b>	<b>18.8%</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
OPEB Annual Expense	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**Board of Port Commissioners  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 200		\$ 200		
<b>Total:</b>	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0.0%
610140 Seminars & Training SEMINARS & TRAINING		\$ 7,000		\$ 3,000		
<b>Total:</b>	\$ 9,313	\$ 7,000	\$ 7,000	\$ 3,000	\$ (4,000)	-57.1%
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 60,000		\$ 72,000		
<b>Total:</b>	\$ 60,103	\$ 60,000	\$ 60,000	\$ 72,000	\$ 12,000	20.0%
615110 Travel TRAVEL		\$ 50,000		\$ 50,000		
<b>Total:</b>	\$ 79,224	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%
620100 Services - Professional & Other SERVICES - PROFESSIONAL & OTHE		\$ 18,500		\$ 33,300		
<b>Total:</b>	\$ 17,859	\$ 18,500	\$ 18,500	\$ 33,300	\$ 14,800	80.0%
630110 Equipment & Systems <b>Total:</b>	\$ 264	\$ -	\$ -	\$ -	\$ -	N/A
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 1,000		\$ 800		
<b>Total:</b>	\$ 1,109	\$ 1,000	\$ 1,000	\$ 800	\$ (200)	-20.0%
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 292	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
630150 Safety Equipment & Supplies <b>Total:</b>	\$ 130	\$ -	\$ -	\$ -	\$ -	N/A
640110 Telephone & Communications TELEPHONE & COMMUNICATIONS		\$ -		\$ 8,400		
<b>Total:</b>	\$ 13,357	\$ -	\$ -	\$ 8,400	\$ 8,400	N/A
660110 Promotional Services PROMOTIONAL SERVICES		\$ 25,000		\$ 27,000		
<b>Total:</b>	\$ 30,291	\$ 25,000	\$ 25,000	\$ 27,000	\$ 2,000	8.0%
660120 Promotional Materials PROMOTIONAL MATERIALS		\$ 2,000		\$ -		
<b>Total:</b>	\$ 698	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	-100.0%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 212,840	\$ 164,700	\$ 164,700	\$ 195,700	\$ 31,000	18.8%
<b>GRAND TOTAL:</b>	\$ 212,840	\$ 164,700	\$ 164,700	\$ 195,700	\$ 31,000	18.8%

# Financial Assistance

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	7,836,779	4,500,000	4,500,000	-	0.0%
<b>Total Direct Expense</b>	<b>\$ 7,836,779</b>	<b>\$ 4,500,000</b>	<b>\$ 4,500,000</b>	<b>\$ -</b>	<b>0.0%</b>
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 7,836,779</b>	<b>\$ 4,500,000</b>	<b>\$ 4,500,000</b>	<b>\$ -</b>	<b>0.0%</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
OPEB Annual Expense	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**Financial Assistance  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
660160 Financial Assistance/Grants/Contribution						
<b>Total:</b>	\$ 3,330,000	\$ -	\$ -	\$ -	\$ -	N/A
660180 Convention Center Financial Assistance CONV CENTER FIN ASSISTANCE		\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	
<b>Total:</b>	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	0.0%
680160 Financial Assistance - Statistical						
<b>Total:</b>	\$ 6,779	\$ -	\$ -	\$ -	\$ -	N/A
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 7,836,779	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	0.0%
<b>GRAND TOTAL:</b>	\$ 7,836,779	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	0.0%

# Miscellaneous Administration Building

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	165,624	166,400	173,300	6,900	4.1%
<b>Total Direct Expense</b>	<b>\$ 165,624</b>	<b>\$ 166,400</b>	<b>\$ 173,300</b>	<b>\$ 6,900</b>	<b>4.1%</b>
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 165,624</b>	<b>\$ 166,400</b>	<b>\$ 173,300</b>	<b>\$ 6,900</b>	<b>4.1%</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
OPEB Annual Expense	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**Miscellaneous Administration Building  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
640100 Space Rental						
CALTRANS-(ADMIN BLDG PARKING)		\$ 16,200		\$ 21,400		
SDCRAA LEASE (EE PARKING)		150,200		151,900		
<b>Total:</b>	\$ 165,624	\$ 166,400	\$ 166,400	\$ 173,300	\$ 6,900	4.1%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 165,624	\$ 166,400	\$ 166,400	\$ 173,300	\$ 6,900	4.1%
<b>GRAND TOTAL:</b>	\$ 165,624	\$ 166,400	\$ 166,400	\$ 173,300	\$ 6,900	4.1%

## MSA, Interest & Other

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	11,526,869	13,047,200	12,271,700	(775,500)	-5.9%
<b>Total Direct Expense</b>	<b>\$ 11,526,869</b>	<b>\$ 13,047,200</b>	<b>\$ 12,271,700</b>	<b>\$ (775,500)</b>	<b>-5.9%</b>
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 11,526,869</b>	<b>\$ 13,047,200</b>	<b>\$ 12,271,700</b>	<b>\$ (775,500)</b>	<b>-5.9%</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
OPEB Annual Expense	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**MSA, Interest & Other  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
620100 Services - Professional & Other						
<b>Total:</b>	\$ (95,495)	\$ -	\$ -	\$ -	\$ -	N/A
650110 Facilities Maintenance-Outside Services						
IMPERIAL BEACH MAINTENANCE	\$ -	\$ 854,300	\$ -	\$ 807,500		
<b>Total:</b>	\$ 810,113	\$ 854,300	\$ 900,600	\$ 807,500	\$ (93,100)	-10.3%
660130 Svcs - Fire, Police, Rescue, Emergency						
MUNICIPAL SERVICE AGREEMENTS	\$ -	\$ 6,077,600	\$ -	\$ 7,334,700		
<b>Total:</b>	\$ 6,070,287	\$ 6,077,600	\$ 7,141,300	\$ 7,334,700	\$ 193,400	2.7%
670140 Legal Settlements						
<b>Total:</b>	\$ 328,100	\$ -	\$ -	\$ -	\$ -	N/A
670190 Other Miscellaneous Operating Expenses						
MARINE TERMINAL IMPACT FUND	\$ -	\$ 100,000	\$ -	\$ 100,000		
<b>Total:</b>	\$ (93,055)	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.0%
670191 Other Miscellaneous -Sub-Grantee's Expen						
MISCELLANEOUS	\$ -	\$ 698,700	\$ -	\$ -		
<b>Total:</b>	\$ 111,325	\$ 698,700	\$ 698,700	\$ -	\$ (698,700)	-100.0%
680120 Interest-SDCRAA, Carnival, Key Gov't & O						
KEY GOVT INTEREST	\$ -	\$ 64,900	\$ -	\$ 33,300		
POND 20 INTEREST	\$ -	\$ 3,300	\$ -	\$ -		
SDCRAA NOTE INTEREST	\$ -	\$ 2,315,000	\$ -	\$ 2,237,600		
<b>Total:</b>	\$ 2,512,104	\$ 2,383,200	\$ 2,383,200	\$ 2,270,900	\$ (112,300)	-4.7%
680621 Interest Expense - Series A 2004 Bonds						
INTEREST	\$ -	\$ 624,000	\$ -	\$ 546,100		
PREMIUM AMORTIZATION	\$ -	\$ (69,000)	\$ -	\$ (53,400)		
<b>Total:</b>	\$ 612,588	\$ 555,000	\$ 555,000	\$ 492,700	\$ (62,300)	-11.2%
680622 Interest Expense - Series B 2004 Bonds						
INTEREST	\$ -	\$ 1,325,200	\$ -	\$ 1,325,200		
PREMIUM AMORTIZATION	\$ -	\$ (56,800)	\$ -	\$ (59,300)		
<b>Total:</b>	\$ 1,270,902	\$ 1,268,400	\$ 1,268,400	\$ 1,265,900	\$ (2,500)	-0.2%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 11,526,869	\$ 11,937,200	\$ 13,047,200	\$ 12,271,700	\$ (775,500)	-5.9%
<b>GRAND TOTAL:</b>	\$ 11,526,869	\$ 11,937,200	\$ 13,047,200	\$ 12,271,700	\$ (775,500)	-5.9%



# PORT ATTORNEY

## Mission Statement

To provide legal expertise to, and to support, represent, and advise the Board of Port Commissioners, the Executive Director/President/CEO, and Port staff in matters of law pertaining to the Port and to provide full legal analysis and support for Port projects and initiatives.

## Vision Statement

To be a premier public law firm dedicated to providing comprehensive legal services to the Board of Port Commissioners, the Executive Director/President/CEO, and Port staff.

## Current Services

To achieve the Department's Mission and Vision statements, staff is committed to providing the following services:

- Represents and advises the Board of Port Commissioners, the Executive Director/President/CEO and Officers, and Port staff in matters of law pertaining to the Port
- Review, interpret, analyze, and advise regarding laws, policies, and regulations including the Brown Act, Public Records Act, Public Contract Code, San Diego Unified Port District Act, Fair Employment and Housing Act, Americans with Disabilities Act, Board of Port Commission Policies, Port Code, and numerous others
- Review, revise, and approve leases, permits, agreements, contracts, policies, and other such documents
- Handle directly, coordinate with outside counsel, or monitor outside counsel regarding all aspects of claims and litigation filed against the Port, or by the Port against others, including analyzing claims, reporting to the Board, conducting legal research, initiating factual investigations, putting insurers on notice, tendering defense, developing strategy, conducting and responding to discovery, drafting and filing pleadings, and representing the Port in hearings, depositions, mediation, arbitration, and court proceedings. Claims range from environmental cost recovery actions and slip and fall claims to *Skelly* hearings and employment hearings and lawsuits
- Prepare Board resolutions and ordinances, and review and approve Board agendas
- Identify issues and potential liability and, if necessary, retain and oversee work by outside counsel and outside consultants
- Provide legal support for purchases and acquisitions
- Conduct limited legislative monitoring, draft proposed legislation, assist with lobbying efforts, and interface with bill sponsors as requested
- Assist member cities by working with city attorneys on joint projects or in allocating responsibility
- Administrative tasks such as processing claims, serving notices, billing attorney's time for cost recovery purposes, reviewing and paying outside counsel fees, ordering office supplies, making travel arrangements, maintaining legal memoranda and opinions, processing expense and other reports, scheduling meetings, managing on-line legal research, customer service requests, managing budget, and others
- Respond to all legal inquiries in a timely manner in an attempt to facilitate the accomplishment of Port goals and projects
- Implement proactive legal strategies to minimize legal exposure of the Port
- Work with Port staff to properly analyze and apply legal principles
- Strategies for enhancing public entity attorney-client relations
- Enhancement of legislative/regulatory review to apprise the Port of changes, or proposed changes, in the law
- Efforts to achieve cost effective mechanisms to deliver legal services
- Strategies to assess and address environmental issues and litigation matters
- Minimize litigation risks and costs

The Port Attorney's Office currently has 12 permanent positions.

# Port Attorney

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ 1,668,688	\$ 1,826,400	\$ 2,416,000	\$ 589,600	32.3%
Non-Personnel Expense	2,261,497	1,858,800	4,136,400	2,277,600	122.5%
<b>Total Direct Expense</b>	<b>\$ 3,930,185</b>	<b>\$ 3,685,200</b>	<b>\$ 6,552,400</b>	<b>\$ 2,867,200</b>	<b>77.8%</b>
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 3,930,185</b>	<b>\$ 3,685,200</b>	<b>\$ 6,552,400</b>	<b>\$ 2,867,200</b>	<b>77.8%</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ 1,032,640	\$ 1,199,600	\$ 1,407,400	\$ 207,800	17.3%
Overtime	300	500	500	-	0.0%
Burden	539,424	532,700	890,600	357,900	67.2%
OPEB Annual Expense	96,324	93,600	117,500	23,900	25.5%
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,668,688</b>	<b>\$ 1,826,400</b>	<b>\$ 2,416,000</b>	<b>\$ 589,600</b>	<b>32.3%</b>

# Port Attorney

## PERMANENT POSITIONS

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Assistant Port Attorney	1	1
Deputy Port Attorney I/II/III (III)	5	5
Legal Secretary	3	3
Manager, Port Attorney Office Admin	1	1
Paralegal	1	1
Port Attorney - Board Appointee	1	1
<b>TOTAL</b>	<b>12</b>	<b>12</b>

## STUDENT POSITIONS

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Intern	1	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>

Note:

<p>In FY12/13, the Board approved the addition of 2 new positions , 1 Deputy Port Attorney I/II/III (III) and 1 Legal Secretary. These changes are reflected in the Adjusted Budget FY12/13 column above.</p>
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**Port Attorney**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
600110 Overtime MISCELLANEOUS		\$ 500	\$ 500	\$ 500		
<b>Total:</b>	\$ 300	\$ 500	\$ 500	\$ 500	\$ -	0.0%
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ 300	\$ 500	\$ 500	\$ 500	\$ -	0.0%
610110 Books & Periodicals BOOKS & PERIODICALS		\$ 24,700	\$ 24,700	\$ 25,200		
<b>Total:</b>	\$ 30,014	\$ 24,700	\$ 24,700	\$ 25,200	\$ 500	2.0%
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 400	\$ 400	\$ 500		
<b>Total:</b>	\$ 197	\$ 400	\$ 400	\$ 500	\$ 100	25.0%
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 6,000	\$ 6,000	\$ 7,500		
<b>Total:</b>	\$ 4,466	\$ 6,000	\$ 6,000	\$ 7,500	\$ 1,500	25.0%
610140 Seminars & Training SEMINARS & TRAINING		\$ 12,400	\$ 12,400	\$ 15,500		
<b>Total:</b>	\$ 3,244	\$ 12,400	\$ 12,400	\$ 15,500	\$ 3,100	25.0%
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 21,300	\$ 21,300	\$ 14,100		
<b>Total:</b>	\$ 16,555	\$ 21,300	\$ 21,300	\$ 14,100	\$ (7,200)	-33.8%
615110 Travel TRAVEL		\$ 17,300	\$ 17,300	\$ 17,300		
<b>Total:</b>	\$ 9,130	\$ 17,300	\$ 17,300	\$ 17,300	\$ -	0.0%
620100 Services - Professional & Other SERVICES - PROFESSIONAL & OTHE		\$ 284,000	\$ 284,000	\$ 500,000		
<b>Total:</b>	\$ 398,645	\$ 284,000	\$ 284,000	\$ 500,000	\$ 216,000	76.1%
620110 Services - Legal SERVICES - LEGAL		\$ 1,367,400	\$ 1,367,400	\$ 1,746,000		
<b>Total:</b>	\$ 1,772,003	\$ 1,367,400	\$ 1,367,400	\$ 1,746,000	\$ 378,600	27.7%
620115 Services - Legal - Business Division SERVICES - LEGAL - BUSINESS DIV		\$ -	\$ -	\$ 1,785,000		
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 1,785,000	\$ 1,785,000	N/A
630110 Equipment & Systems		\$ -	\$ -	\$ -		
<b>Total:</b>	\$ 6,753	\$ -	\$ -	\$ -	\$ -	N/A
630120 Equipment Rental/Leasing EQUIPMENT RENTAL/LEASING		\$ 100	\$ 100	\$ 100		
<b>Total:</b>	\$ -	\$ 100	\$ 100	\$ 100	\$ -	0.0%
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 6,000	\$ 6,000	\$ 6,000		
<b>Total:</b>	\$ 4,005	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 1,100	\$ 1,100	\$ 1,100		
<b>Total:</b>	\$ 747	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.0%

**Port Attorney**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
630150 Safety Equipment & Supplies SAFETY EQUIPMENT & SUPPLIES		\$ 200	\$ 200	\$ 200		
<b>Total:</b>	\$ -	\$ 200	\$ 200	\$ 200	\$ -	0.0%
640110 Telephone & Communications						
<b>Total:</b>	\$ 11,417	\$ -	\$ -	\$ -	\$ -	N/A
650130 Equipment Maintenance-Outside Services EQUIPMENT MAINTENANCE-OUTSIDE		\$ 8,000	\$ 8,000	\$ 8,000		
<b>Total:</b>	\$ 884	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.0%
660110 Promotional Services PROMOTIONAL SERVICES		\$ 9,900	\$ 9,900	\$ 9,900		
<b>Total:</b>	\$ 3,440	\$ 9,900	\$ 9,900	\$ 9,900	\$ -	0.0%
660135 Eligible Environmental Fund Expenditures S BAY PWR PLANT INVESTIGATION		\$ 100,000	\$ -	\$ -		
<b>Total:</b>	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ (100,000)	-100.0%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 2,261,497	\$ 1,858,800	\$ 1,858,800	\$ 4,136,400	\$ 2,277,600	122.5%
<b>GRAND TOTAL:</b>	\$ 2,261,798	\$ 1,859,300	\$ 1,859,300	\$ 4,136,900	\$ 2,277,600	122.5%

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# PORT AUDITOR

## Mission Statement

To provide independent, objective assurance, and advisory services that seek to improve the accountability, efficiency, and effectiveness of the Port's operations and programs.

## Vision Statement

To be a regional model dedicated to providing professional auditing services to advance the public's understanding and trust in the Port.

## Objectives

- Provide professional auditing services to assist the Port in improving the effectiveness of internal control, governance processes, and risk management
- Report to the Board of Port Commissioners (BPC), conducts audits in accordance with current professional standards, and safeguards Port assets against fraud, waste, and abuse
- Ensure the Port's compliance with applicable laws, policies, procedures, and mandates
- Assist in maintaining the Port's financial stability
- Deliver customer focused services in an effective, timely, and courteous manner
- Build and maintain collaborative stakeholder relationships
- Support the Port's Strategic Goals
- Continuously evaluate and improve business systems and processes
- Remain current on professional auditing and accounting standards
- Recruit and retain a highly skilled, diverse workforce

## Current Services

To achieve the Port Auditor's Mission and Vision statements, staff is committed to providing the following services:

- Operational reviews
- Financial reviews
- Information systems review and quality assurance
- Program reviews (e.g., Capital Improvement Program, Marketing Fee-For-Service Program)

- Contract reviews
- Tenant audits
- Leasehold improvement reviews
- Business consulting services (e.g., business risks and controls)
- Coordinate and support the external auditor engagement
- Provides support to the Audit Advisory Committee of the BPC
- Administration of the Fraud Prevention/Ethics Hotline

The Port Auditor's Office currently has 5 permanent positions.

## Port Auditor

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ -	\$ 584,100	\$ 771,400	\$ 187,300	32.1%
Non-Personnel Expense	82,236	155,700	287,900	132,200	84.9%
<b>Total Direct Expense</b>	<b>\$ 82,236</b>	<b>\$ 739,800</b>	<b>\$ 1,059,300</b>	<b>\$ 319,500</b>	<b>43.2%</b>
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 82,236</b>	<b>\$ 739,800</b>	<b>\$ 1,059,300</b>	<b>\$ 319,500</b>	<b>43.2%</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ -	\$ 328,300	\$ 434,600	\$ 106,300	32.4%
Overtime	-	-	-	-	-
Burden	-	218,600	287,800	69,200	31.7%
OPEB Annual Expense	-	37,200	49,000	11,800	31.7%
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ -</b>	<b>\$ 584,100</b>	<b>\$ 771,400</b>	<b>\$ 187,300</b>	<b>32.1%</b>

**Note:**

In FY 12/13 the Audit Services was transferred from Human Resources and will report directly to the Board of Port Commissioners.



# Port Auditor

## PERMANENT POSITIONS

**Addition:** 1 Assistant to Port Auditor

<b>POSITION TITLE</b>	<b>AMENDED BUDGET FY 12/13</b>	<b>BUDGET FY 13/14</b>
Assistant to Port Auditor	0	1
Auditor	1	1
Port Auditor-Board Appointee	1	1
Senior Auditor	2	2
<b>TOTAL</b>	<b>4</b>	<b>5</b>

**Port Auditor**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
610110 Books & Periodicals PROFESSIONAL PUBLICATION		\$ 200		\$ -		
<b>Total:</b>	\$ -	\$ 200	\$ 200	\$ -	\$ (200)	-100.0%
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 200		\$ 200		
<b>Total:</b>	\$ -	\$ 200	\$ 200	\$ 200	\$ -	0.0%
610120 Memberships & Dues MEMBERSHIP & DUES		\$ 800		\$ 500		
<b>Total:</b>	\$ -	\$ 800	\$ 800	\$ 500	\$ (300)	-37.5%
610140 Seminars & Training SEMINARS		\$ 3,500		\$ 2,100		
<b>Total:</b>	\$ -	\$ 3,500	\$ 3,500	\$ 2,100	\$ (1,400)	-40.0%
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 11,400		\$ 12,200		
<b>Total:</b>	\$ -	\$ 11,400	\$ 11,400	\$ 12,200	\$ 800	7.0%
615110 Travel TRAVEL		\$ 2,000		\$ 3,000		
<b>Total:</b>	\$ -	\$ 2,000	\$ 2,000	\$ 3,000	\$ 1,000	50.0%
620100 Services - Professional & Other CONSULTING SERVICES EXTERNAL AUDITOR FRAUD/ETHICS HOTLINE INFO TECH AUDIT		\$ 2,300 100,600 2,500 30,000		\$ - 100,900 2,500 165,000		
<b>Total:</b>	\$ 82,236	\$ 135,400	\$ 135,400	\$ 268,400	\$ 133,000	98.2%
630130 Office & Operating Supplies OFFICE SUPPLIES		\$ 1,300		\$ 1,000		
<b>Total:</b>	\$ -	\$ 1,300	\$ 1,300	\$ 1,000	\$ (300)	-23.1%
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 200		\$ 200		
<b>Total:</b>	\$ -	\$ 200	\$ 200	\$ 200	\$ -	0.0%
660110 Promotional Services PROMOTIONAL SERVICES		\$ 700		\$ 300		
<b>Total:</b>	\$ -	\$ 700	\$ 700	\$ 300	\$ (400)	-57.1%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 82,236	\$ 155,700	\$ 155,700	\$ 287,900	\$ 132,200	84.9%
<b>GRAND TOTAL:</b>	\$ 82,236	\$ 155,700	\$ 155,700	\$ 287,900	\$ 132,200	84.9%

# Utilities

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	2,445,611	2,505,200	2,850,000	344,800	13.8%
<b>Total Direct Expense</b>	<b>\$ 2,445,611</b>	<b>\$ 2,505,200</b>	<b>\$ 2,850,000</b>	<b>\$ 344,800</b>	<b>13.8%</b>
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 2,445,611</b>	<b>\$ 2,505,200</b>	<b>\$ 2,850,000</b>	<b>\$ 344,800</b>	<b>13.8%</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
OPEB Annual Expense	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**Utilities**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
640120 Utilities-Gas & Electric UTILITIES-GAS & ELECTRIC		\$ 1,482,800		\$ 1,681,500		
<b>Total:</b>	\$ 1,548,995	\$ 1,482,800	\$ 1,482,800	\$ 1,681,500	\$ 198,700	13.4%
640130 Utilities-Water UTILITIES-WATER		\$ 1,022,400		\$ 1,168,500		
<b>Total:</b>	\$ 896,616	\$ 1,022,400	\$ 1,022,400	\$ 1,168,500	\$ 146,100	14.3%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 2,445,611	\$ 2,505,200	\$ 2,505,200	\$ 2,850,000	\$ 344,800	13.8%
<b>GRAND TOTAL:</b>	\$ 2,445,611	\$ 2,505,200	\$ 2,505,200	\$ 2,850,000	\$ 344,800	13.8%